

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE MANUAL 11-210

1 SEPTEMBER 2017



Flying Operations

**INSTRUMENT REFRESHER
PROGRAM (IRP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: AF/A3O
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This manual implements AFD 11-2, *Aircrew Operations*, by prescribing guidance for conducting the Instrument Refresher Program (IRP). It applies to all United States Air Force (USAF), Air Force Reserve Command (AFRC), and Air National Guard (ANG) pilots, navigators, and combat systems operators, or any other pilot operating a USAF aircraft, on active flying status. Address questions concerning this manual to Headquarters Air Force Flight Standards Agency (AFFSA) at HQ AFFSA/XOT, 6500 S. MacArthur Blvd, Bldg 4, Room 240, Oklahoma City, OK 73169, email: hqaffsa.a3ot@us.af.mil. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include: updated contact information for HQ AFFSA/XOT to include address, phone number, and SharePoint® website address; adds the requirement for a unit level IRP administrator as a single point of contact for the unit's IRP; further defines Instrument Refresher Course instructor duties; adds instructor Navigators and Combat Systems Operators as eligible IRC instructors; establishes a new IRC attendance timeframe to allow alignment with the AFI 11-202V2, *Aircrew Standardization/Evaluation Program* checkride window; provides additional guidance for IRC guest speakers; identifies the IRC instructor as the authority to determine IRC completion requirements; adds the Instrument Flight Examiner Preparatory Course as an approved option to qualify IRC instructors; incorporates Tier waiver authorities for unit compliance items.

Chapter 1

GENERAL INFORMATION

1.1. General Concepts.

1.1.1. The USAF Instrument Refresher Program (IRP) is a two-part program designed to provide USAF aircrews with the knowledge, procedures, and techniques required to achieve safe and effective worldwide mission accomplishment when operating under Instrument Flight Rules (IFR). Part 1 is the USAF Instrument Refresher Course (IRC). This recurring requirement is primarily an interactive classroom-based training event conducted IAW this manual, AFI 11-202 Volume 1, *Aircrew Training*, and MAJCOM guidance. Part 2 is the open-book Instrument Examination. This examination includes USAF, MAJCOM, and Mission Design Series (MDS)-specific instrument regulations and publications. It is a requisite of the Instrument Flight Evaluation and is accomplished IAW this manual and AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*, and MAJCOM guidance. **Note:** parts 1 and 2 are separate events. Part 2 is not a requirement to receive credit for Part 1.

1.1.2. For the purpose of this manual, AFDW is considered a MAJCOM. For the purpose of this manual, the term unit refers to Operations Group level activity. MAJCOMs may adjust unit-level responsibilities as needed but no lower than the squadron level.

1.1.3. Waivers. Directive guidance (will, shall, must, etc.) throughout this publication are tiered IAW AFI 33-360, *Publications and Forms Management*. **Note:** to ensure program integrity and standardization throughout the Air Force, this AFI only contains Tier 1 (T-1) waivers. Process waivers to this instruction as follows:

1.1.3.1. Units will send waiver requests to the responsible MAJCOM OPR for review/coordination. See AFI 33-360, paragraph 1.9.5 for waiver format and contents.

1.1.3.2. MAJCOMs will forward waiver request to HQ AFFSA/XOT prior to obtaining MAJCOM/CC (delegable no lower than MAJCOM/A3) approval.

1.2. Responsibilities.

1.2.1. HQ AFFSA will:

1.2.1.1. Publish AFMAN 11-210, *Instrument Refresher Program*.

1.2.1.2. Administer the USAF Advanced Instrument School (AIS). Provide a classroom facility that will support 24 students per class. Classes will be nine duty days in duration and will provide a curriculum that will enhance instrument flying safety.

1.2.1.3. Maintain the HQ AFFSA/XOT SharePoint® website that serves as the central reference point for all IRP-related information. The HQ AFFSA/XOT SharePoint® is found at <https://cs2.eis.af.mil/sites/11874>. The HQ AFFSA/XOT SharePoint® contains IRC instructor briefing aids, the instrument exam question bank, and a discussion forum that provides users the ability to post questions to AIS instructors regarding instrument related material.

1.2.1.4. Assist MAJCOMs/units by reviewing, on request, any proposed Computer Based Training (CBT) products and provide comments for improvement (if applicable).

1.2.2. MAJCOM/A3s or their designated representatives will:

1.2.2.1. Coordinate with HQ AFFSA/XOT for annual allocations to the USAF AIS. Allocate training slots amongst their units.

1.2.2.2. Develop and approve IRC CBT products for units to use IAW paragraph 3.1.2 (if applicable). Development of specific CBTs may be delegated to the unit level, but MAJCOM/A3s or their designated representatives must approve the final product before use.

1.2.2.3. Inspect IRPs within assigned units IAW with AFI 90-201, *The Air Force Inspection System*, Attachment 3, to verify compliance with this publication and other applicable directives.

1.2.3. Units will:

1.2.3.1. Designate one unit-level IRP administrator as the point of contact for the unit's IRC programs. **(T-1)**.

1.2.3.2. Appoint AIS graduates as unit IRC instructors. **(T-1)**.

1.2.3.3. Obtain AIS training allocations through their MAJCOM Training Requester Quota Identifier (TRQI) manager. **(T-1)**.

1.2.3.4. Provide IRC instructors with the appropriate facilities and resources necessary to produce and conduct the IRC. **(T-1)**.

1.2.3.5. Forward unit-developed IRC CBT products to their MAJCOM for review and approval prior to use. **(T-1)**.

1.2.4. The IRP Administrator will:

1.2.4.1. Maintain and administer the unit's IRP. **(T-1)**.

1.2.4.2. Be a qualified instructor in the unit's MDS. **(T-1)**.

1.2.4.3. Act as the lead IRC instructor, schedule and conduct IRCs, set the tone for instrument refresher training, and stress the importance of a high level of instrument flying knowledge and proficiency. **(T-1)**.

1.2.4.4. Tailor IRCs to meet the unit's mission-specific needs. **(T-1)**.

1.2.4.5. Maintain a list of unit AIS graduates and IRC instructors. **(T-1)**.

1.2.4.6. Lead unit IRC instructors in delivering the best possible refresher courses. **(T-1)**.

1.2.4.7. Create/update the Instrument Exam and local instrument-related questions in coordination with the unit Standardization/Evaluation (Stan/Eval) function. **(T-1)**.

1.2.4.8. Ensure a review of the unit's instrument examination test bank is accomplished IAW AFI 11-202V2. **(T-1)**.

1.2.4.9. Notify HQ AFFSA/XOT of any necessary changes to the questions or answers contained in the HQ AFFSA Instrument Examination Test Bank. **(T-1)**.

1.2.4.10. Coordinate on unit-generated AF Form 847 affecting HAF or MAJCOM-level instrument related flying regulations and manuals. **(T-1)**.

1.2.4.11. Establish a reference library of instrument related publications (may be co-located with Stan/Eval). The reference library may be in a digital format. **(T-1)**.

1.2.5. IRC instructors will:

1.2.5.1. Perform the duties of an IRP administrator (paragraphs 1.2.4.1 through 1.2.4.11 and as indicated throughout this manual) if an IRP Administrator is not assigned. **(T-1)**.

1.2.5.2. Maintain familiarity with the latest instrument instructions/manuals, HQ AFFSA/XOT “Hot Topics”, and local instrument flying trends. Applicable briefings may be downloaded from the HQ AFFSA/XOT SharePoint®. **(T-1)**.

1.2.5.3. Provide relevant high-quality training IAW paragraphs 3.1 and 3.2 during the IRC. **(T-1)**.

1.2.5.4. Provide documentation of IRC completion to the appropriate Squadron Aviation Resource Management (SARM) or training offices. **(T-1)**.

1.2.5.5. Maintain a high level of knowledge on unit’s aircraft instrument certifications, approvals, and capabilities IAW MAJCOM and local guidance. **(T-1)**.

1.2.5.6. Notify IRP administrator and Stan/Eval of any necessary changes to the HQ AFFSA Instrument Exam Test Bank. **(T-1)**.

Chapter 2

IRC CURRENCY AND QUALIFICATIONS

2.1. IRC Completion.

2.1.1. Attendance. USAF, AFRC, and ANG pilots, navigators, and combat systems operators (CSO), or any other pilot operating a USAF aircraft on active flying status will complete the IRC every 17 months. **(T-1)**. IRC currency will expire on the last day of the 17th month following the month in which the IRC was successfully completed (e.g. a class that was completed on 9 Oct 10 expires on 31 Mar 12). If other crewmembers are mandated by AFI 11-202V1, MAJCOM guidance, or unit policy to attend the IRC, they are required to attend the IRC on the same 17-month schedule. **(T-1)**.

2.1.1.1. USAF AIS Attendance. Successful completion of the AIS curriculum at the USAF Advanced Instrument School satisfies IRC completion for that particular 17-month cycle.

2.1.1.2. IRC Instructor. IRC instructors who teach all blocks of instruction for the course may take credit for the IRC event.

2.1.1.3. IRC completion. The instrument exam is not required to receive credit for the IRC. MAJCOMs may develop IRC specific tests. The IRC instructor determines who completes the course and will ensure the information is forwarded to the appropriate SARM or training office so that IRC completion can be recorded.

2.1.1.4. Failure to complete IRC. IRC is a mandatory continuation training item. Refer to AFI 11-202V1 guidance for failure to complete continuation training requirements.

2.2. IRC Instructor Qualifications.

2.2.1. Instrument School Graduate. IRC instructors must be graduates of the USAF AIS, the AF AIS/Instrument Pilot Instructor School (AIS/IPIS) formerly taught at Randolph AFB, TX, the SAC Instrument Flight Course (SIFC)/Advanced Instrument Flight Course (AIFC) formerly taught at Castle AFB, CA, or the US Army Instrument Flight Examiner Preparatory Course (EIFE-PC) taught at Annville, PA. **(T-1)**. The EIFE-PC is for helicopter pilots only. In the event a unit is without an AIS, AIS/IPIS, SIFC/AIFC, or EIFE-PC graduate, HQ AFFSA will process waivers to this manual on a case-by-case basis IAW paragraph 4.2.

2.2.1.1. All instrument school graduates will automatically receive the special experience identifier (SEI) code of "OEV" on their personnel records. They will also receive a certificate of course completion and an SEI code letter from AIS. **Note:** AF graduates of the EIFE-PC will need to request these documents from AIS upon completion of the EIFE-PC and present them to their local unit training manager (UTM) in order to get this SEI code loaded into their records.

2.2.2. IRC instructors must be an instructor pilot (IP), instructor navigator (IN), instructor combat systems operator (ICSO), a previously qualified instructor in a DOD aircraft, or have an equivalent level of experience. **(T-1)**. The intent is to have rated flyers teach rated flyers about instrument flying.

2.2.3. Contracted and certified civilian instructors may teach the IRC. These IRC instructors must attend AIS if not previous AFAIS, AFAIS/IPIS, SIFC/AIFC, or EIFE-PC graduates. **(T-1).**

2.2.4. Guest speakers from other agencies such as weather, air traffic control (ATC), aerospace physiology, flight medicine, etc., are highly encouraged. At installations where these subject matter experts are assigned, the IRP administrator may arrange timely and relevant guest speaker presentations during the IRC, with special emphasis on recurring USAF mishap causal factors. For example, every effort should be made for an aerospace physiologist or flight surgeon to present spatial disorientation and situational awareness topics and how they factor into USAF mishaps.

Chapter 3

IRC DEVELOPMENT AND CONTENT

3.1. IRC Development.

3.1.1. Unit-Level Development. The most appropriate level for IRC content development is at the unit level. Operational commanders and unit-level IRC instructors are in the best position to accurately judge the strengths and weaknesses of their unit's aircrews. The primary objective of the IRC should be to increase USAF combat capability by providing aircrews advanced instrument flight rules (IFR) knowledge and techniques to safely fly worldwide. The IRC may review normal instrument procedures, but it should also expose aircrews to new and evolving procedures. Normal operations should not be the basis for the unit's entire IRC. The following guidance will help instructors decide on what to cover in an IRC.

3.1.1.1. Refresh aircrew members on information on instrument knowledge, especially those topics not seen on a daily basis.

3.1.1.2. Instruct procedures and information that have changed since the last IRC.

3.1.1.3. Reinforce topics the Wing staff, Stan/Eval, training offices, Air Traffic Control, base operations personnel, weather personnel, flight surgeons, etc. have identified as weak areas. Guest speakers in such areas of expertise are highly encouraged.

3.1.1.4. Emphasize instrument procedures deemed necessary to ensure successful accomplishment of the unit mission.

3.1.2. CBT Development. CBTs will be developed IAW DoD and AF directives and applicable 36-series regulations. Additionally, CBTs will be updated as new or revised instructions and manuals are released. CBTs will be approved by their respective MAJCOM/A3 divisions prior to use. (T-1).

3.1.3. Simulator Profile Development. Simulator capabilities vary based on MDS and can be valuable training tools. Regardless of the level of fidelity, a simulator profile specifically designed for IRC training provides one of the best methods to reinforce safe instrument procedures and concepts. Including emergency procedures in the IRC simulator is a valuable and encouraged technique (e.g. engine failure and transition to a Special Departure Procedure (SDP)). Other examples would be a pending deployment route and terminal procedures, divert base approach information, missed approach procedures and techniques, local divert base familiarity, standard instrument departures (SID), obstacle departure procedures (ODP), etc. This list is not all-inclusive, but does offer some ideas for structuring an IRC specific simulator profile.

3.1.4. Sources of Academic Course Material. Academic material for the IRC can come from multiple sources. Some sources of IRC academic material include:

3.1.4.1. HQ AFFSA/XOT SharePoint®. The HQ AFFSA/XOT SharePoint® is the central reference point for all IRP information. The site contains the most current HQ AFFSA Instrument Examination Test Bank, sample outlines for individual IRC topics, and briefings used by the HQ AFFSA AIS instructor cadre. All material can be

downloaded and used by the unit IRP administrators to develop their own unit IRP. The SharePoint® also provides links to other sites offering instrument-related information.

3.1.4.2. USAF AIS. The instructors at AIS provide a great deal of information helpful to IRC instructors. Contact AIS at DSN 884-7073 or visit the HQ AFFSA/XOT SharePoint®.

3.1.4.3. MAJCOMs may also develop IRC course materials (i.e. CBT or MDS specific simulator profiles) for use by unit-level IRC instructors.

3.2. IRC Content Requirements.

3.2.1. IRC Content. As a minimum, the IRC will contain instruction in each of the following required categories: new or revised regulations/instructions, instrument procedures, flight planning, weather and local related hazards, spatial disorientation, “Hot Topics,” and head-up displays (HUD) (if applicable). **(T-1).**

3.2.1.1. Hot Topics. The IRC instructor will teach any briefing items found in the “Hot Topics” section of the HQ AFFSA/XOT SharePoint®. **(T-1).**

3.2.1.2. HUDs. IRC instructors in units possessing aircraft equipped with HUDs will cover items found in the lesson plan titled “The Head-Up Display (HUD).” **(T-1).** The lesson plan is on the HQ AFFSA/XOT SharePoint®. If the aircraft’s HUD is not authorized for use in instrument meteorological conditions (IMC), presentation of this subject cannot count towards the course length specified in paragraph 3.2.3.

3.2.2. Method of Instruction. The IRC will be taught in a classroom format by a qualified IRC instructor in accordance with this manual and applicable MAJCOM supplements. **(T-1).** Simulator profiles and/or CBT programs specifically designed for IRC training may be used for IRC classroom credit IAW paragraphs 3.2.3.1 and 3.2.3.2. However, supplemental forms of instruction (simulators, CBT, video, guest speaker, etc.) are not authorized as a **sole** means of IRC completion. A portion of the IRC must utilize instructor based training (IBT) IAW paragraph 3.2.3.4. **(T-1).**

3.2.3. Course Length. The IRC will be at least six hours in length. **(T-1).** Time spent taking the Instrument Examination does not count towards the six-hour IRC course length since the exam is aligned separately and is a requisite for the qualification portion of the check ride IAW AFI 11 202V2.

3.2.3.1. CBT Credit. Completion of a MAJCOM approved CBT may fulfill up to a maximum of four hours of the IRC classroom credit. Aircrew completing a CBT program will provide a completion certificate to the IRC instructor. **(T-1).**

3.2.3.2. Simulator Credit. If the unit IRC program includes simulator training profiles specifically designed for IRC training, a maximum of two hours of the IRC may be spent in a simulator as classroom credit.

3.2.3.3. Other Credits. Other methods of instruction that relate to IRC topics may be utilized, such as videos, expert guest speakers, tours, etc. These other methods can fulfill a maximum of one hour of classroom credit for each event.

3.2.3.4. IBT Credit. If a combination of CBTs, simulator profiles, and/or other instructional methods is utilized, a minimum of one hour of classroom IBT is still required to complete the IRC.

3.2.3.4.1. IBT Requirements. When using combination credit, IRC instructors must still cover the following during the IBT portion: new and revised regulations/instructions, unit-designated and HQ AFFSA/XOT SharePoint® “Hot Topics,” and local instrument trends and procedures. **(T-1)**.

3.3. Requisite Instrument Examination.

3.3.1. The purpose of the requisite Instrument Examination is to provide an extensive open-book review of instrument procedures and other instrument-related subjects. The test is synchronized with the instrument and/or qualification checkride IAW AFI 11-202V2 and AFI 11-2MDSV2.

3.3.2. HQ AFFSA Instrument Examination Test Bank. HQ AFFSA/XOT maintains the HQ AFFSA Instrument Examination Test Bank (i.e. MQF or PEX QDB) in electronic format. The test bank is available for download via the HQ AFFSA/XOT SharePoint®. The MQF and PEX QDB are not considered secure databases; they are available for review but will not be referenced during the Instrument Examination.

3.3.2.1. Changes to individual questions in the HQ AFFSA Instrument Examination Test Bank are not authorized. Do not use questions if changes in source material render the question invalid.

3.3.2.2. The IRP administrator, with the assistance of IRC instructors, will act as the unit conduit for deficiencies and updates to questions in the HQ AFFSA Instrument Examination Test Bank. IRP administrators will utilize the process outlined in AFI 11-202V2 to notify HQ AFFSA/XOT of any necessary changes to the questions or answers contained in the HQ AFFSA Instrument Examination Test Bank. **(T-1)**.

3.3.3. Unit Instrument Examination Test Bank. The unit instrument examination test bank includes the HQ AFFSA Instrument Examination Test Bank and any locally developed questions as described in [paragraph 3.3.4.5](#).

3.3.3.1. The IRP administrator is responsible for the currency of the unit's instrument examinations test bank IAW AFI 11-202V2. **(T-1)**. The latest version of the HQ AFFSA Instrument Examination Test Bank (as indicated on the HQ AFFSA/XOT SharePoint®) is used to generate any requisite instrument examinations. The HQ AFFSA Instrument Examination Test Bank is dated to indicate when the latest changes were made.

3.3.4. Requisite Instrument Examination Content. The requisite instrument examination will contain a minimum of 40 questions taken from the HQ AFFSA Instrument Examination Test Bank and a minimum of 10 locally developed questions specific to the unit mission and/or aircraft type. **(T-1)**. The test will be constructed as follows:

3.3.4.1. 15 questions (minimum) - AFMAN 11-217V1, *Instrument Flight Procedures* **(T-1)**.

3.3.4.2. 10 questions (minimum) - AFI 11-202V3, *General Flight Rules* **(T-1)**.

3.3.4.3. 10 questions (minimum) - Flight Information Publications (FLIP) **(T-1)**.

3.3.4.4. 5 questions (minimum) - AFH 11-203 Vols 1 & 2, *Weather for Aircrews* (T-1).

3.3.4.5. 10 questions (minimum) - Locally developed. Questions must cover instrument-related areas and may be taken from MAJCOM flight directives, supplements, aircraft tech orders, and/or local flying directives. (T-1).

3.3.4.6. Additional questions (in excess of the 50 minimum) may be written by the unit IRP administrator, written by the MAJCOM, taken from the HQ AFFSA Instrument Examination Test Bank, or a combination of all three methods.

3.3.5. Testing Conduct. The requisite instrument examination, as detailed above, should be completed as one event and not broken up into multiple tests over time.

Chapter 4

OTHER INFORMATION

4.1. Improvement Recommendations.

4.1.1. Use the AF Form 847, *Recommendation for Change of Publication*.

4.1.2. Send MAJCOM-approved recommendations to HQ AFFSA/XOT (AJW31AF) Building 4, Room 216, 6500 South MacArthur Blvd, Oklahoma City, OK 73169 or via e-mail to hqaffsa.a3ot@us.af.mil.

4.2. Communication with HQ AFFSA:

4.2.1. HQ AFFSA/XOT SharePoint®: <https://cs2.eis.af.mil/sites/11874>

4.2.2. E-mail: hqaffsa.a3ot@us.af.mil

4.2.3. Phone Number: DSN 312-884-7073

4.2.4. Mailing Address:

Figure 4.1. Mailing Address.

HQ AFFSA/XOT Building 4, Room 216 6500 South MacArthur Blvd Oklahoma City, OK 73169

SCOTT A. VANDER HAMM, Maj Gen, USAF
Assistant Deputy Chief of Staff, Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-202, Volume 1, *Aircrew Training*, 22 November 2010
AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 13 September 2010
AFI 11-202, Volume 3, *General Flight Rules*, 10 August 2016
AFI 33-360, *Publications and Forms Management*, 1 December 2015
AFMAN 11-217, Volume 1, *Instrument Flight Procedures*, 22 October 2010
AFMAN 33-363, *Management of Records*, 1 March 2008
AFPD 11-2, *Aircrew Operations*, 19 January 2012
AFPD 33-3, *Information Management*, 21 June 2016

Adopted Forms

AF Form 679, *Air Force Publication Compliance Item Waiver Request*
AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System
AIFC—Advanced Instrument Flight Course
AIS—Advanced Instrument School
ATC—Air Traffic Control
CBT—Computer Based Training
CSO—Combat Systems Operator
EIFE-PC—Instrument Flight Examiner Preparatory Course
FLIP—Flight Information Publication
HAF—Headquarters Air Force
HUD—Head-Up Display
HQ AFFSA—Headquarters Air Force Flight Standards Agency
IBT—Instructor Based Training
ICSO—Instructor Combat Systems Operator
IFR—Instrument Flight Rules
IMC—Instrument Meteorological Conditions
IN—Instructor Navigator

IP—Instructor Pilot

IPIS—Instrument Pilot Instructor School

IRC—Instrument Refresher Course

IRP—Instrument Refresher Program

MDS—Mission Design Series

MQF—Master Question File

N-BMC—non-Basic Mission Capable

N-CMR—non-Combat Mission Ready

N-MR—non-Mission Ready

ODP—Obstacle Departure Procedure

RDS—Records Disposition Schedule

SARMS—Squadron Aviation Resource Management System

SDP—Special Departure Procedure

SEI—Special Experience Identifier

SID—Standard Instrument Departure

SIFC—SAC Instrument Flight Course

TRQI—Training Requester Quota Identifier

UPT—Undergraduate Pilot Training

UTM—Unit Training Manager